

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
ASSISTANT SUPERINTENDENT - FIELD OPERATIONS & MAINTENANCE

1. JOB TITLE: ASSISTANT SUPERINTENDENT

- 2. DEFINITION:** This is a technical and skilled position performing supervisory, administrative, and related work in managing personnel, equipment and materials related to construction and maintenance of the potable water distribution system and the sanitary sewer system. This position reports directly to the Superintendent of Field Operations & Maintenance. All employees are responsible to the Director and the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. This position requires the use of various communication devices, personal computers, other standard office equipment, tools, heavy equipment and vehicles.
- b. The job location is the Department's Field Operations & Maintenance facility. The employee may be exposed to inclement weather and in the proximity of biological, chemical, electrical and mechanical hazards. All City facilities are smoke-free locations.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Assists the Superintendent in supervising and participating in all day to day functions of the Field Operations & Maintenance section.
- b. Functions as Acting Superintendent and performs all job functions of the Superintendent in the Superintendent's absence.
- c. Evaluates work demands, assigns and supervises work of subordinates engaged in locating, inspecting, repairing, constructing and maintaining the water distribution and sanitary sewer systems.
- d. Determines personnel, materials and equipment needs and participates in budget preparation.
- e. Writes requisitions, generates purchase orders and tracks materials disposition.
- f. Prepares records and reports.
- g. Keeps abreast of federal, state and local regulations related to distribution and collection systems and workers.

5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:

- a. Renders assistance to other sections within the Department or City as required.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must possess a diploma from an accredited high school or have attained the equivalent GED. A four-year college degree in business or applied science, or additional formal training plus equivalent experience is preferred.
- c. Must possess or obtain within the first year of employment the highest level Certificate of Competency for potable water distribution and sanitary sewer collection offered by the Tennessee Department of Environment and Conservation, or its successor.
- d. Must have a minimum of three years experience in potable water distribution and sanitary sewer collection.
- e. Must have legal authorization to work in the United States.
- f. Must consent to and pass a pre-employment drug screening.
- g. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- h. Must have a driver's license valid in the State of Tennessee. The ability to obtain a Class A commercial driver's with an "N" endorsement is preferred.
- i. Must maintain automobile liability insurance on vehicle used to perform job duties of City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- j. Ability to perform mathematical calculations with fractions, decimals, percentages and the metric system.
- k. Knowledge of or ability to learn Occupational Safety Hazards and appropriate safety precautions and procedures.
- l. Ability to report for work on time and perform the duties of the job for a complete workday.
- m. Ability to occasionally work: beyond normal hours; at night; and/or on weekends.
- n. Ability to travel to various seminars as required to keep current in profession.
- o. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
- p. General working knowledge of the operation of municipal water distribution and wastewater collection, and the federal, state and local regulations governing the same.
- q. Ability to exercise independent judgment within the limits of the position.
- r. Ability to concentrate and accomplish tasks despite interruptions.
- s. Ability to perform a variety of tasks simultaneously or in rapid succession.
- t. Must be able to operate and have a general working knowledge of personal computers, radio and telephone communications equipment and other standard office devices.

Exempt
Safety Sensitive
August 29, 2005